

**MINUTES OF THE
HANOVER BOROUGH COUNCIL WORKSHOP/
FINANCE & PERSONNEL COMMITTEE MEETING**
January 18, 2023

Vice-President Roland called the Hanover Borough Council Workshop/Finance & Personnel Committee meeting to order Wednesday evening, January 18, 2023 at 7:04 PM in the Hanover Borough Municipal Building, 44 Frederick Street, Hanover, PA, as advertised.

Attendance: The following Council Members were present: Mr. Fuentes, Mrs. Funk, Mr. G. Greenholt, Mr. Hegberg, Mr. Kress, Mr. Lockard (*virtually*), Mr. Roland and Dr. Rupp; Solicitor Shultis; Mayor Whitman; Staff Members, Secretary Felix, Public Works Director Grimm, Human Resource Director Hill, Borough Manager Lewis, Planning & Engineering Director Mains, Police Chief Martin and Finance Director Shelton. Council Members Mrs. Greenholt and Mr. Reichart were not in attendance.

Chairman Roland asked all those in attendance to recite the Pledge of Allegiance followed by a moment of silence.

Community Media was present to conduct a video and audio recording of the meeting via Zoom presentation for all citizens to have access.

Acknowledgement of Executive Session: Chairman Roland announced that an executive session was held from 6:00 pm until 6:52 PM prior to this meeting involving the corresponding sections of the Sunshine Act:

- Conditional Use Request for Buck Stuckey at 223 Carlisle Street, regarding the decisional public hearing under 708(a)(4) and 708(a)(5)
- Prospective Borough Employee under 708(a)(1)

Public Comment: Chairman Roland announced Hanover Borough Council is requesting that all citizens wishing to speak to please sign in at the agenda table at the beginning of the meeting, and to summarize their concern, question or comment to structure it to within three (3) minutes to allow adequate time and consideration for all comments to be heard.

Arthur Becker, 529 Carlisle Street: Mr. Becker referenced the Rental Registration Workshop item on the agenda this evening. He asked for the Code Enforcement Officer to be a part of the proposed workshop, noting his disappointment that the proposed workshop may not be a public meeting and stated that he was also displeased about the three (3) minute public comment time limit.

Isaac Riston, 227 Locust Street: Mr. Riston noted that Glen Rock Borough also has a high number of renters and is able to manage a successful rental registration and inspection program. He asked all tenants present to stand up and be recognized as citizens in favor of the proposed rental registration and inspection ordinance. There were approximately ten (10) to fifteen (15) citizens present who were in favor of the approval of the rental registration and inspection ordinance. He believes the proposed workshop is not necessary because the ordinance is very well written.

Marc Taylor, 168 Second Avenue: Mr. Taylor referenced two (2) properties where he had rented in the past few years that had house fires, where both fires were due to faulty wiring. He has lived in rentals that were affordable, but not very well kept by the landlords. He believes there is definitely a need for an ordinance for inspections to protect the occupants of these properties.

CONSENT AGENDA: It was moved by Dr. Rupp, seconded by Mr. Kress to approve the following consent agenda items to be forwarded to Hanover Borough Council for consideration:

- a. Minutes: December 21, 2022 - Approve
- b. Finance Reports:
 - i. Approve Bills for Payment
 - ii. Accept Monthly Financial Statement
 - iii. Accept Report of Monthly Investments
- c. Special Events: Approve
 - i. Snack Town Brewfest: Moul field 9/16/2023 (*change of date*)
- d. Assistant Treasurer: Approve appointment of John Tracey
- e. Facility Access Form: Approve form for contractor facility access
- f. High Pointe at Rojen Farms (Phase 4): Approve Water Service Agreement (*off Grandview Road near Kortney Drive in Penn Twp*)
- g. McKinsley Heights: Approve Bond Release (*McSherrystown*)
- h. Disposition of Records: Approve Resolution according to PA Historic & Museum Commission guidelines

Mrs. Funk asked for clarification on item d, requesting the total cost for the Assistant Treasurer position. Ms. Hill stated this position was vacated in July 2022 and Council approved the position to be filled within the salary range, and that Mr. Tracy was hired within that approved range. Ms. Hill stated she will provide the information as requested.

Motion carried.

PRESENTATIONS & INTERVIEWS

Main Street Hanover: Main Street Manager Justine Trucksess was present to give a presentation on Main Street Hanover's annual report for the year 2022.

Mayor Whitman asked about the progress with Bank Lane. Mrs. Trucksess stated that Main Street received a grant from the Warehime Foundation for improvements, and those efforts will be addressed in the near future.

Traffic Congestion and Pedestrian Safety Project: Public Works Director Grimm announced that Hanover Borough will receive a grant in the amount of \$487,287 for improvements on Center Square. The Borough would be responsible for engineering and design fees which are estimated at \$54,000. This effort will eliminate the ancillary crosswalk zones before the square. Decorative arms and poles would be included in the project.

Council previously approved a study of the present conditions of the square and improvements for pedestrian traffic within the square area.

FINANCE, PERSONNEL AND ADMINISTRATION

Current and Prior Tax Liens and Exonerations: Finance Director Shelton stated this effort is an annual process to consolidate collection efforts with the local tax collector and the York Adams Tax Bureau (YATB). It was moved by Mrs. Funk, seconded by Mr. Fuentes to move the ratification of the Mayor's action to exonerate the tax collector from further collection of delinquent taxes that will be referred to York County Tax Claim Bureau for lien to the Council agenda for consideration. Motion carried.

Advertise Ordinances for 2023 Appropriations: It was moved by Dr. Rupp, seconded by Mr. Hegberg to move the approval of the following ordinances to the Council agenda for consideration as advertised:

- i. Ordinance No. 2337 - Main Street Hanover - \$40,000
- ii. Ordinance No. 2338 - Hanover Economic Development Corporation - \$15,000

Motion carried.

Library Fundraising & Development Contractor: Human Resource Director Hill requested that Council approve a Request for Proposal (RFP) for a Library Fundraising and Development Director. Previously Council was asked for a direct hire for the

position, but the matter was tabled. In order to move this effort forward she is now proposing an RFP to hire a contractor to fill the position.

It was moved by Mr. Hegberg, seconded by Mr. Fuentes to move the approval of the request to generate a Request for Proposal (RFP) and to solicit bids from qualified contractors to provide fundraising and development services for Guthrie Memorial Library, to the Council agenda for consideration. Motion carried.

333 Realty, LLC v. Borough of Hanover & Thomas L. Allison & Rhonda L. Allison:

Solicitor Shultis stated that this issue involves litigation for a quiet title action to an unopened alleyway ten (10') feet by eighty (80') feet behind the new Tree of Life building on Railroad Street. The adjoining properties are owned by the Borough and Thomas and Rhonda Allison. The effort is only to preserve the right of access to 229 Carlisle Street by the alley.

It was moved by Mrs. Funk, seconded by Mr. Lockard to move the approval of a settlement agreement and related access easement agreement between 333 Realty, LLC v. Borough of Hanover & Thomas L. Allison & Rhonda L. Allison involving an unopened, undedicated ten (10') foot wide alley to the Council agenda for consideration. Motion carried.

GOVERNANCE & POLICY

Public Comment 3-Minute Time Limitation:

Dr. Rupp stated that the Government and Policy Committee decided it would be helpful to institute the three (3) minute comment period as designated in Resolution No. 1296, not to limit content of public comment but to encourage clear, concise comments using a timing system to conduct meetings efficiently.

Mrs. Funk stated she would not be in favor of any time limitation for citizens' public comment.

It was moved by Mr. Kress, seconded by Dr. Rupp to move the approval for purchase and implementation of a timing system for public comment to the Council agenda for consideration. Mrs. Funk voted in opposition to the motion. Motion carried.

Appointment of Junior Council Candidates:

Dr. Rupp described the background of the Junior Council Program.

It was moved by Mrs. Funk, seconded by Mr. Fuentes to move the appointment of the following Junior Council Persons to the Council agenda for consideration:

- i. Libby Huston
- ii. Thea Zaida Persaud

Motion carried.

PUBLIC WORKS & FACILITIES

Civil Site Planning Proposal for Administration/Public Safety Facility & Public Works

Campus: Planning & Engineering Director Mains explained that the next step in the effort to move forward is to focus on site planning. Cost proposals were reviewed by Mr. Mains, and the Public Works and Facilities Committee recommended the effort to move forward to Council for consideration.

When asked by Mrs. Funk, Mr. Mains clarified that American Rescue Act funds (from the Borough's Capital Improvement Fund) will be utilized in this effort.

When asked by Dr. Rupp, Mr. Mains relayed that he will schedule site tours for Council members to view both locations for the proposed facilities.

When asked by Mrs. Funk, Mr. Mains agreed that the public needs to be informed of all the efforts moving forward which can be accomplished via the website and/or social media, or possibly an open house.

It was moved by Mr. Kress, seconded by Mr. Hegberg to move the approval for the Civil Site Planning Proposal including authorization for staff to work with the architect to secure contracts for professional services related to the site survey, design and land planning work for the proposed Administration/Public Safety Facility and Public Works Campus to the Council agenda for consideration. Motion carried.

ENHANCEMENT COMMITTEE

2023 Streetscape Master Plan Project:

Mr. Mains stated that the effort began with the 2018 Simone Collins study that included workshops and public input. An RFP was generated and narrowed down to two (2) companies, and the Enhancement Committee made the recommendation for Dewberry Engineering to help navigate the next steps.

Mr. John Holmes was present from Dewberry Engineering and he stated that they were pleased to be granted the project, and he described their approach including green stormwater infrastructure. Mr. Darin Asper with Delta Development Group was also present and stated that their company will assist Dewberry Engineering with their specialized work in planning and funding strategy.

Mr. Fuentes stated that he was pleased for Hanover to move forward utilizing a defined funding strategy in this exciting effort.

It was moved by Mr. Hegberg, seconded by Mr. Fuentes to authorize staff and the Borough Solicitor to work with Dewberry Engineers, Inc. and Delta Development Group to develop a professional service agreement for execution, to the Council agenda for consideration.. Motion carried.

Council thanked Mr. Holmes and Mr. Asper for their attendance.

Citizen Advisors to Enhancement Committee:

Mr. Hegberg noted this will be the first committee that has appointed citizen advisors.

It was moved by Mr. Hegberg, seconded by Dr. Rupp to move the appointment of the following non-voting Citizen Advisors to the Council meeting for consideration:

- i. Brian Johnson, on Planning Commission
- ii. Austin Graham, on Planning Commission
- ii. Isaac Riston

Motion carried.

PUBLIC SAFETY

Amendment of Special Event Ordinance:

Mr. Lockard explained that the effort for the Snack Town Brewfest's designation as an annual priority event within the special event ordinance was discussed and approved at the meeting of the Public Safety Committee.

It was moved by Mr. Lockard, seconded by Mrs. Funk to move the approval of the advertisement of an ordinance for priority event designation of the Snack Town Brewfest to the Council agenda for consideration. Motion carried.

Rental Registration & Inspection Workshop: It was moved by Mrs. Funk to approve the formation of a workshop comprised of Council members and citizens to provide direction and next steps for the proposed rental registration and inspection initiative.

The motion failed for lack of a second.

Mrs. Funk commented that the code enforcement officer was unable to attend.

Mr. Roland stated that procedurally, if Council would like to continue the proposed rental registration and inspection ordinance discussion it may be held at the Public Safety Committee at their next meeting on February 7, 2023. Mr. Roland invited all to attend.

REPORTS OF COUNCIL MEMBERS, COUNCIL COMMITTEES AND OTHER PUBLIC BODIES:

- Public Safety Committee - Mr. Lockard described the work on the contractor facility access form and the proposed changes to the special events ordinance for the Snack Town Brewfest's designation as an annual priority event. Mr. Lockard would like to have all interested citizens in attendance at the next public safety meeting for discussion, including interested landlords and tenants on the public safety aspect of rental registration and inspection.
- Enhancement Committee - No report.
- Water & Sewer Committee - No report.
- Public Works & Facilities Committee - Mr. Kress noted that as Mr. Mains sends out updates on buildings and facilities, that Council Members should respond with concerns or questions. Dr. Rupp thanked Mr. Kress for his information on facilities planning efforts.
- Governance & Policy Committee - Dr. Rupp stated that the Committee will continue to look at policies with the help of our new Borough Manager Margie Lewis.
- Fire Commission - Council Member Mr. Lockard reported that a person was hired to replace Ms. Larson. There will be a Fire Commission meeting at Penn Township tomorrow evening at 5:30 PM.

Correspondence and Information - Mr. Roland asked if any Council members had any comments on the correspondence and information in their packet. There were no comments or questions.

Chairman Roland reminded all of the upcoming February Council and Council Committee meetings:

*Governance & Policy Committee	February 6, 2023 6:00 PM
*Public Safety Committee	February 7, 2023 6:00 PM
*Public Works & Facilities	February 8, 2023 6:00 PM
Council Workshop/Finance/Personnel Committee	February 15, 2023 7:00 PM
<u>Hanover Borough Council</u>	<u>February 22, 2023 7:00 PM</u>

** Committee Meetings will be cancelled if there is no business. Please advise the Borough Secretary if you will be unable to attend any meetings.*

ADDITIONAL PUBLIC COMMENT:

Art Parks, Dart Drive - urged Council members to consider the rental registration and inspection issue and urged all interested citizens to attend the next Public Safety Committee meeting on February 7, 2023.

Arthur Becker, 529 Carlisle Street - stated he will note the date and time of the Public Safety Committee meeting, but not all previous attendees may be available to attend.

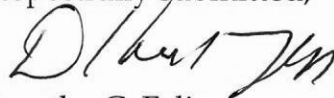
Mr. Fuentes asked about a traffic study for the intersection of Middle Street, Moul Avenue and Ridge Avenue. Mayor Whitman recalled that the previous study showed there was no need for an additional stop sign or a traffic light at this intersection.

Mr. Hegberg would like to address the Borough Council goals at the February workshop meeting.

Vice President Roland thanked all for their attendance.

It was moved by Mr. Kress, seconded by Mrs. Funk to adjourn the meeting at 8:29 PM. Motion carried.

Respectfully submitted,



Dorothy C. Felix
Borough Secretary